# HR Retiree Rehire

# Quick Reference Guide

##  EDW – HR Retiree Rehire

**Who should use this universe?**

* College and Department HR Managers
* Central HR

**What types of business questions can I answer using this universe?**

* Which units are hiring the most Retiree Rehires?
* What forms are waiting for my review?
* How many Affected Annuitants do we have?

**Universe Description**

The Retiree Rehire universe contains retiree information, rehire form information, retiree pre-retirement job information, and appointment and labor distribution information for retiree rehires. Also included in this universe is routing information for the retiree rehire forms.

**Data Included in the EDW – HR Retiree Rehire Universe**

* **Retiree Information** - contains information about the person on the Retiree Rehire form which includes:
	+ Retiree Rehire Form ID
	+ Retiree Name and UIN
	+ SURS Institution ID and Name
	+ SURS HAE Amount and 40% Threshold Amount
	+ UI Retiree Indicator
* **Rehire Form Information** - contains information about the Retiree Rehire form and its creation which includes:
	+ Unit Name and Contact Info
	+ Form Submit Date
	+ Timespan to Approval
	+ Attachment ID and Desc
	+ Current Form Status
* **Retiree Pre-Retirement Job Info** - contains information about the job the Retiree Rehire retired from which includes:
	+ Pre-Retirement Job Campus and College
	+ Pre-Retirement Job Title
	+ Pre-Retirement Separation Date
* **Appointment Information** - contains information about jobs for which the Retiree Rehire will be or has been hired which includes:
	+ Appointment Category Description
	+ Appointment Org, Dept, and College Code
	+ Appointment Begin and End Date
	+ AY Based on Appt Beg Date
	+ Appointment Employment Procedure Description
* **Labor Distribution** - contains information about the labor distributions associated with the Retiree Rehire’s job which includes:
	+ Labor Distribution Effective Date
	+ Labor Distribution CoA Code
	+ Labor Distribution Fund Code
	+ Labor Distribution Org Code
	+ Labor Distribution Account Code
	+ Labor Distribution Program Code
	+ Labor Distribution Exempt Fun Status Indicator
* **Rehire Form Routing** - contains information about the routing and approvals associated with the Retiree Rehire form which includes:
	+ Authorized by Name and Org
	+ Action Taken ID and Date
	+ Sent to Email Address
	+ Route Action Timespan

**Universe Tips & Tricks**

* Much of the data in the Retiree Rehire Application is entered in free form fields. As a result, it is possible that the same person may be entered in different forms of their name. For example, you may see Alison Campbell or M Alison Campbell.
* For the above reason when possible, you should use UIN in most queries and reports.
* The org code on the proposed appointment is selected from a dropdown and college and department are free form fields. For this reason, the warehouse populates the official college and department names associated with the org code at the time of the entry.
* Pulling data from Retiree Pre-Retirement Job Information and Appointment Information will not result in an error but will give you duplicate rows as there is no direct relationship between these data objects.
* Retirees who retired from a SURS Institution other than the University of Illinois will not have a UIN; therefore, these retiree rehires will have an SSN in the EDW. As a security measure, the SSNs are encrypted in the Retiree Rehire Application and we are unable to pull the SSNs in to the EDW. We have created the SSN/Invalid UIN Flag to identify those Retirees who either have an SSN or an invalid UIN (most likely a typo in the UIN when typed in the Retiree Rehire Application) associated with their record in the EDW.
* The Affected Annuitants Only pre-defined filter will pull only those with an Affected Annuitant value of 'Y' indicating the Retiree Rehire is an affected annuitant.
* The Current HAE Ind pre-defined filter will pull only those records with a Current HAE Ind of 'Y' indicating the value is the current HAE.
* The Univ of IL Retirees Only pre-defined filter will pull only those records with a UI Retiree Ind of 'Y' indicating the Retiree Rehire retired from the University of Illinois.
* The 9/12 Appts Only pre-defined filter will return only nine month academic appointments that are paid over twelve months.
* The Current Appt Date Range pre-defined filter will pull only those records with a ‘Y’ value indicating the current date range for the appointment (as opposed to Retiree Rehire appointments for previous years).
* The Exempt Fun Codes Only pre-defined filter will pull only those with a LD Fund Exempt Status Ind of 'Y' indicating the fund code entered is exempt.
* The Final Action Only pre-defined filter will pull only those with a Final Action Ind of ‘Y’ indicating the form is in a final status.
* The Forms Waiting for Review pre-defined filter will pull only those with a Review Wait Ind of ‘Y’ indicating the form is waiting for review.